

**FY 2018  
INTERAGENCY RATES COMMITTEE  
FY 2018 Residential Child Care/Child Placement Agency Budget Filings  
FORMS**

<b>FORMS</b>	<b>DESCRIPTION</b>
<b>Budget Application Forms</b> BudgetFormsFY2018	Contains program operating budget and expense information.
<b>Budget Identification Form</b> IRCIDFORM	Identify the type of budget submitted to the IRC.
<b>Checklist</b> IRCCCLIST	Submit this completed checklist with the Budget Packet.
<b>Lease/Mortgage Summary</b> IRCMORTGFORM	List the address, type of space, capacity and amount of the lease or mortgage and the terms of the agreement.
<b>Levels of Intensity Score Sheet</b>	Describe the Levels of Intensity approved by the licensing agency
<b>Program Description Form</b> IRCDESCRIPT	Description of the residential child care program.
<b>Staffing Pattern Grid</b>	Description of a typical staffing pattern for a 24-hour, 7-day week. Include the staffing for the period that school is in session and the staffing provided during the time school is not in session.
<b>Treatment Foster Care – Board Rate Computation</b> IRCBOARDFORM	Compute the proposed Board Rate for approval by the Department of Human Resources.
<b>Treatment Foster Care – Difficulty of Care Computation</b> IRCDOCFORM	Compute the proposed Difficulty of Care Rate for approval by the Department of Human Resources.

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INSTRUCTIONS**

INSTRUCTIONS	DESCRIPTION
<b>Cost Guidelines</b>	Define the allowable expenses for the care of children in out-of home placement.
<b>Levels of Intensity Score Sheet</b>	Instructions for completing the Levels of Intensity Score Sheet.
<b>Provider Instructions</b> IRCBUDINSTR	Guidance in completing the budget application. <b>Before completing the budget forms, carefully read the instructions.</b>
<b>Staffing Pattern</b> IRCSTAFFINSTR	Provides instruction for completing the staffing pattern grid for each licensed facility.
<b>What's New</b> WHATSNEW	Lists any changes/modifications related to the rate setting process.
<b>Levels of Intensity</b>	FY 2016 Levels of Intensity document which may also be found on the Governor's Office for Children website: <a href="http://goc.maryland.gov/reports/">http://goc.maryland.gov/reports/</a>
<b>MD Residential Rehabilitation and Treatment Foster Care Services Description of Provider Type and Service Array</b>	Reference document only: Provides guidance in identifying personnel duties and responsibilities for allocation across categories and is referenced in the Provider Instructions.